



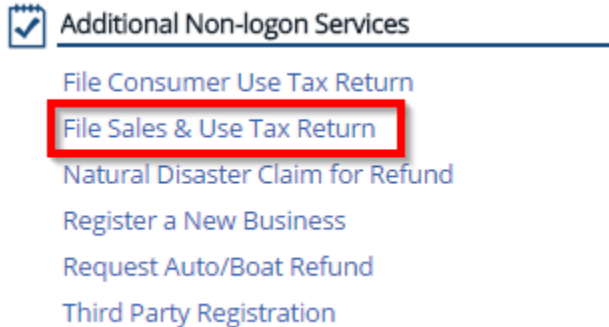
Department of  
**Revenue**

## Non-logon Filing of Sales and Use Tax Return

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Use this document as a step by step guide to use the non-logon sales and use tax filing option. To begin the process, visit <https://tntap.tn.gov/eservices/>.

1. Select the "file sales & use return" hyperlink.




2. Next, select an ID type in the drop down. You can choose from these IDs:
  - a. Account Processing ID: Account ID is the new sales and use tax account number you should have received in recent correspondence from the Department of Revenue. It is 10 digits long and is formatted as 1234567890.
  - b. Location ID: Location IDs are your previous sales and use tax account numbers with a zero in the beginning. For example, if your old sales and use tax account number was 104908800, you will enter 0104908800 as your location ID.
  - c. Federal Employer ID Number: This is your FEIN, or Federal Employer Identification Number, that is assigned to you by the IRS.
  - d. Social Security Number: This is your SSN, or Social Security Number, that is issued to you by the federal government. It is 9 digits long.
3. Enter the appropriate ID
4. Select a filing period. For your filing period to be valid, you should enter the last day of the month for the end of the period. For example, to file for the February 2017 period, you should enter 28-Feb-2017. You can also use the date selector icon to select the date.
5. Select the "next" button.

Menu Home » Sales and Use Tax Return

1. Taxpayer Information 2. Locations 3. Summary

### Taxpayer Information

ID Type: Location ID  
 ID Number: 1001006013  
 Filing Period End Date: 28-Feb-2017  **Date Selector**  
Last day of the month for which you are filing. Example: 2-28-2017

Account Processing ID: Account Processing IDs are your newly assigned sales and use tax account number. It is 10 digits long and is formatted as 1234567890.

Location ID: Location IDs are your previous sales and use tax account numbers with a zero in the beginning. For example, if your old sales and use tax account number was 104908800, you will enter 0104908800 as your location ID.

Federal Employer ID Number: This is your FEIN, or Federal Employer Identification Number, that is assigned to you by the IRS.

Social Security Number: This is your SSN, or Social Security Number, that is issued to you by the federal government. It is 9 digits long.

**Next Button**

Save and Finish Later Save and Continue Cancel < Previous **Next >**

6. Next, you must enter filing details for each location you have. These locations are identified under the "location ID" column. TNTAP displays errors to notify you when additional information is needed. First is the red label that reads "Select a Location ID below to review any errors before proceeding." If any locations are in error, this label will appear. Upon logging in, all locations will be in error because no information has been entered. To identify a location with errors individually, use the exclamation point icon to the left of the column.




Menu Home » Sales and Use Tax Return

1. Taxpayer Information 2. Locations 3. Summary

### Locations

Select a Location ID below to review any error(s) before proceeding. Your total tax due is \$0.00.

1 - 3 of 3 [Show Errors](#)

| Location ID   | Doing Business As | Address                                      | Total Tax |
|---|-------------------|--|-----------|
|  001006012 | LOCATION 1        | 500 DEADERICK ST NASHVILLE TN 37242-0001     | 0.00      |
|  001006013 | LOCATION 2        | 204 HIGH POINT DR JOHNSON CITY TN 37601-1504 | 0.00      |
|  001006014 | LOCATION 3        | 3150 APPLING RD BARTLETT TN 38133-3994       | 0.00      |

3 Rows 0.00

Save and Finish Later Save and Continue Cancel < Previous **Next >**

7. To begin entering filing details for a location, select each individual location ID hyperlink.

Menu
Home » Sales and Use Tax Return

1. Taxpayer Information
2. Locations
3. Summary

### Locations

Select a Location ID below to review any error(s) before proceeding. Your total tax due is \$0.00.

1 - 3 of 3 [Show Errors](#)

| Location ID | Doing Business As | Address                                      | Total Tax |
|-------------|-------------------|--|-----------|
| 1001006012  | LOCATION 1        | 500 DEADERICK ST NASHVILLE TN 37242-0001     | 0.00      |
| 1001006013  | LOCATION 2        | 204 HIGH POINT DR JOHNSON CITY TN 37601-1504 | 0.00      |
| 1001006014  | LOCATION 3        | 3150 APPLING RD BARTLETT TN 38133-3994       | 0.00      |
| 3 Rows      |                   |  | 0.00      |

Save and Finish Later
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- Next, within the sales detail box, you can select whether it is your final filing for that location. You must also select whether there are any sales to report for that location. If you answer “yes,” you must provide additional details for that location. Additional yes or no questions will appear that must be answered within the return. If a field appears in red, it must be resolved. If you select “ok” before resolving a red

Sales Detail
?
x

Location ID: 1001006012  
Address: 500 DEADERICK ST NASHVILLE TN 37242-0001  
Doing Business As: LOCATION 1

This will be the final return for this location: ☐  
The address changed for this location: ☐  
When filing your return, please round all amounts to the nearest whole dollar.

Sales

Do you have any sales to report for this period?
Yes
No

OK
Cancel

field, the exclamation point icon will remain, and you will not be able to proceed.

If no is selected, simply select “ok” to proceed.

Sales Detail

Sales

Do you have any sales to report for this period?

Yes

No

1. Gross Sales

0.00

2. Cost of Personal Property

0.00

3. Cost of Out-Of-State Purchases and Property

0.00

4. Tangible Personal Property

0.00

5. Total Sales

0.00

Schedule A - Exempt Transactions

Do you have any exempt transactions to report?

Yes

No

Schedule B - Computation of Local Sales and Use Tax

1. State Net Taxable Total

0.00

2. Adjustments

0.00

3. Total With Adjustments

0.00

4. Excess Amount of Single Article Tax Base - \$1,600.00

0.00

5. Energy Fuel Sales

0.00

6. Other Deductions

0.00

7. Local Net Taxable Total

0.00

8. Local Sales and Use Tax - 2.25%

0.00

Schedule C - State Single Article Tax and Special Rate on Energy, Water, & Specified Digital Products

Do you have any single article sales or special rates on energy...

OK

Cancel

9. Continue this process for each location.
10. Once the detail for each location is entered, you can proceed. To ensure there are no issues, you should see no red message that says, "select a Location ID below to review any errors before proceeding." There should also be no red exclamation point icons. If these remain, you will encounter the following message box once you select "next".

Step Error

This step must be corrected before moving on.

OK

If there are no errors, select "next".

11. Next, you are taken to the summary screen. The summary screen sums up all of the information you have entered for each location previously. Here you have the option to enter a credit memo balance or anticipated penalty and/or interest as well. All other fields are not editable. Select “submit” when you are ready to submit your return.

**Summary**

\*Each field below displays the sum of its respective field for all locations listed in this return.

|   |                                   |
|---|-----------------------------------|
| 1. Gross Sales  | 135,000.00                        |
| 2. Cost of Personal Property Purchased on a Resale Certificate            | 0.00                              |
| 3. Cost of Out-of-State Purchases and Property Imported into Tennessee    | 0.00                              |
| 4. Tangible Personal Property   | 0.00                              |
| 5. Total Sales  | 135,000.00                        |
| 6. Exempt Transactions  | 0.00                              |
| 7. State Net Taxable Total  | 135,000.00                        |
| 8. State Sales Tax  | 9,450.00                          |
| 9. State Food Tax   | 0.00                              |
| 10. Local Sales Tax   | 3,063.00                          |
| 11. Tax Collected in Excess of State and Local Levies                     | 0.00                              |
| 12. State Tax on Transactions Subject to Single Article and Reduced Rates | 0.00                              |
| 13. Local Tax on Transactions Subject to the Special Rate Tax             | 0.00                              |
| 14. Central Business Improvement District Fee                             | 313.00                            |
| 15. Prepaid Wireless 911 Surcharge  | 0.00                              |
| 16. Total Tax before Penalty and Interest                                 | 12,826.00                         |
| 17. Credit Memo Balance   | <input type="text" value="0.00"/> |
| 18. Penalty   | <input type="text" value="0.00"/> |
| 19. Interest  | <input type="text" value="0.00"/> |
| 20. Total Due   | 12,826.00                         |

[Save and Finish Later](#) [Save and Continue](#) [Cancel](#) [< Previous](#) [Submit](#)

12. Enter your email address and confirm your email address. Select “ok”.

**Your email address is required to save or submit this request.**

Email

Confirm Email

[Required](#)

[OK](#) [Cancel](#)

13. Next, the confirmation screen is displayed. Your confirmation code is provided. A printable view is available by selecting the “printable view” button. Additionally, payments can be made by selecting either “pay by ACH Debit” or “pay by credit card.”

Menu Home » Sales and Use Tax Return » Confirmation

**Confirmation**

Your request has been submitted.

To access this request in the future, please use email [redacted]@tn.gov and confirmation code **8rykly**.

You will receive an email with your confirmation information shortly.

**Printable View**

**OK**

**Make a Payment**

**Pay by ACH Debit** Make an ACH debit payment from your bank account.

**Pay by Credit Card** Make a credit card payment. There will be a 2.35% service fee added to your payment.

14. After selecting the appropriate payment option you are asked to answer the two questions below. Select the answers that are appropriate for you.

Menu Home » Non-logon Payment

**1. Information**

**Information**

Are you representing a Business for this transaction?

Would you like to make a Professional Privilege Tax payment?

**Save and Finish Later** **Save and Continue** **Cancel** **< Previous** **Next >**

15. Next, you must select the type of payment you would like to make. Use the following table to determine which is appropriate for you. If intending to pay for a return that was just filed, select *Return Payment*.

- a. **Account Payment:** This payment type will pay debts on the account beginning with the oldest debt being paid first. Example, you have debt on your sales and use account of the following amounts for the specified periods.

|               |          |
|---------------|----------|
| December 2016 | \$100.00 |
| January 2017  | \$200.00 |
| February 2017 | \$500.00 |

You decide to make an account payment of \$300.00. The debt for December would first be paid off, then the amount for January would be paid, leaving a remaining balance of \$500.00 still due for February.

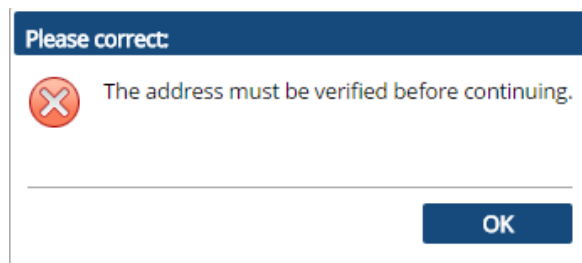
- b. **Audit Payment:** Audit payments will be automatically paid towards periods that are under audit.

- c. **Collection Payment:** Collection payments will be automatically paid towards any open collections for the taxpayer.
- d. **Customer Payment:** Customer payments will pay the oldest debt across all tax types currently available in TNTAP. For example, you have the following debt on various accounts.

|                           |          |          |
|---------------------------|----------|----------|
| Sales and Use Account     | Nov 2016 | \$100.00 |
| Liquor by the Drink Acct. | Dec 2016 | \$200.00 |
| Tobacco Account           | Jan 2017 | \$300.00 |

You decide to make a customer payment of \$400.00. First, the debt for Sales and Use for the Nov 2016 will be paid, next the debt for Liquor by the Drink Dec 2016 will be paid, and last the part of the debt for Tobacco Jan 2017 will be paid, leaving a \$200.00 balance.

- e. **LDB Bond Payment:** This payment type is used specifically when making a payment towards a liquor by the drink bond.
  - f. **Return Payment:** This payment type is used to specifically pay off the debt associated with filing a return.
  - g. **Tobacco Bond Payment:** This payment type is used when making a payment towards a tobacco bond.
  - h. **Tobacco Stamp Bond Payment:** This payment type is used when making a payment towards tobacco stamps.
16. Enter all of the information remaining on the screen. Note: Remember to verify the address. If you attempt to move forward before it is verified, you will encounter this message. Select "next" to proceed.



Menu
Home » Non-logon Payment

1. Information

### Information

Are you representing a Business for this transaction? Yes No

Would you like to make a Professional Privilege Tax payment? Yes No

What type of payment would you like to make? Return Payment

| Identification Information |               | Contact Information |                  |
|----------------------------|---------------|---------------------|------------------|
| ID Type                    | Account ID    | Name                | TNTAP DEMO       |
| ID Number                  | 1000266286SLC | Phone Number        | (615) 555-5555   |
|                            |               | Email Address       | tntapdemo@tn.gov |

**Address Information:**

500 DEADERICK ST

Street 2 Unit Type Unit

NASHVILLE TENNESSEE 37232-0001 USA

Attention

**Verified**

Save and Finish Later
Save and Continue
Cancel
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17. On the next screen you will enter the information that is specific to your bank account including bank account type (checking or savings) , routing number, bank account number, confirm bank account number. You must also select the period for which you want to pay, the amount to pay and confirm the amount to pay.

Menu
Home » Non-logon Payment

1. Information 2. Payment

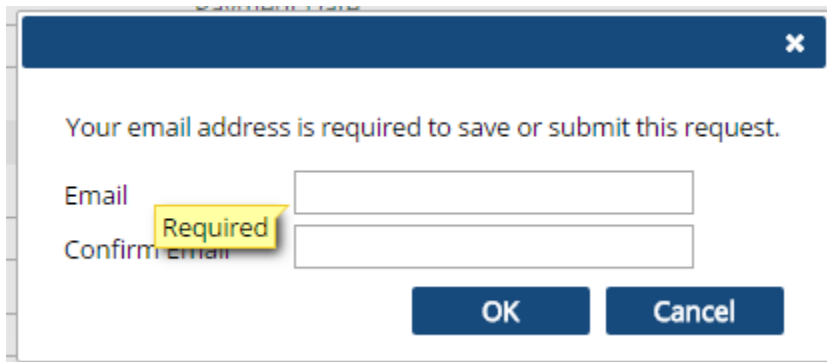
### Payment

| Payment Channel             | Payment        |
|-----------------------------|----------------|
| Type                        | Payment Type   |
| ACH Debit                   | Return Payment |
| Bank Account Type           | Period         |
| Checking                    | 31-Jan-2017    |
| Routing Number              | Payment Date   |
| 064000020                   | 17-Mar-2017    |
| Bank Name                   | Amount         |
| BANK OF AMERICA, N.A.       | 2,500.00       |
| Bank Account Number         | Confirm Amount |
| XXXXXXXXXX                  | 2,500.00       |
| Confirm Bank Account Number |                |
| XXXXXXXXXX                  |                |

Save and Finish Later
Save and Continue
Cancel
Previous
Submit

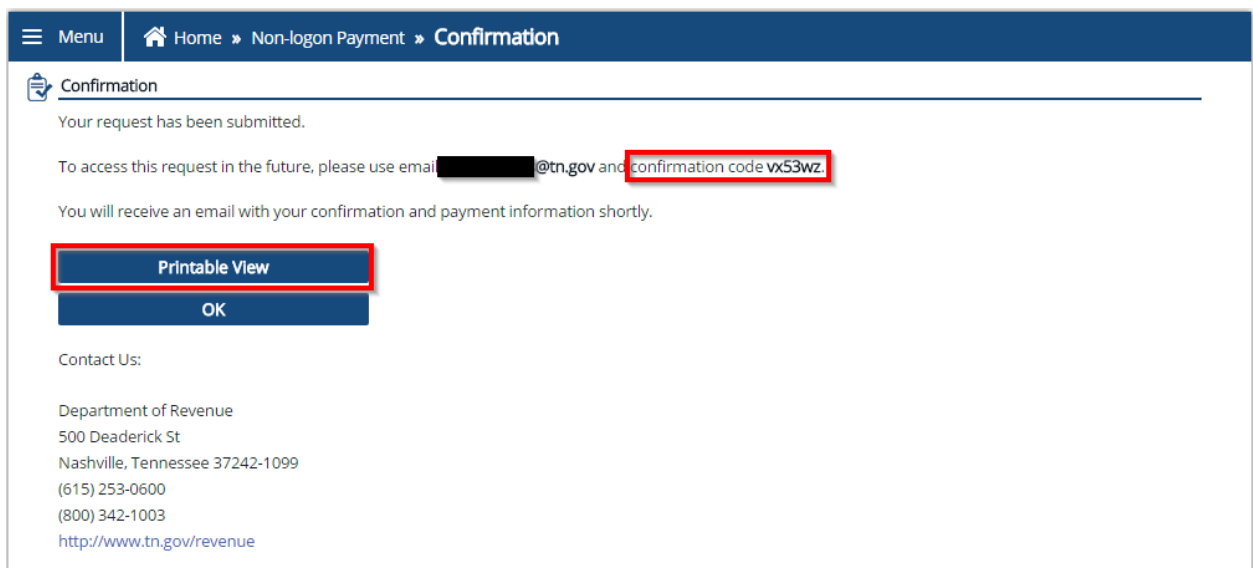


18. Select “submit” and enter your email address to submit this request.



A modal dialog box with a dark blue header bar containing a close button (X). The main text reads: "Your email address is required to save or submit this request." Below this, there are two input fields. The first is labeled "Email" and the second is labeled "Confirm Email". A yellow callout box with the word "Required" points to the "Email" field. At the bottom of the dialog are two buttons: "OK" and "Cancel".

19. Next you are taken to the confirmation screen where you are provided a confirmation code. You can also view, print, or save a copy by selecting printable view.



A web page titled "Confirmation" with a dark blue header bar. The header bar contains a "Menu" button and a breadcrumb trail: "Home » Non-Login Payment » Confirmation". The main content area has a sub-header "Confirmation" with a printer icon. Below this, the text reads: "Your request has been submitted." followed by "To access this request in the future, please use email [redacted]@tn.gov and confirmation code vx53wz." The confirmation code "vx53wz" is highlighted with a red box. Below this, it says "You will receive an email with your confirmation and payment information shortly." There are two buttons: "Printable View" (highlighted with a red box) and "OK". At the bottom, there is a "Contact Us:" section with the following text: "Department of Revenue", "500 Deaderick St", "Nashville, Tennessee 37242-1099", "(615) 253-0600", "(800) 342-1003", and "http://www.tn.gov/revenue".